



ALDERNEY

GAMBLING CONTROL COMMISSION

APPLICATION FOR

APPROVAL OF AN INTERNAL CONTROL SYSTEM

[INSERT LICENSEE'S OR CERTIFICATE HOLDER'S NAME]

APPLICATION SUMMARY

- (1) **Applicant's Name:** _____
- (2) **Nominated principal contact person:** _____
- Tel: _____
- Email: _____
- Fax: _____
- (3) **Intended hosting provider:** _____
- (4) **Intended system supplier:** _____
- (5) **ICS Version No:** _____
- (6) **Website URL:** _____
- (7) **eGambling to be offered:** _____
- (8) **Proposed go-live date:** _____
- (9) **External auditors:** _____

Immediately after the pages required by paragraph 1, the substance of an application for approval of an eGambling licensee's or foreign gambling associate certificate holder's proposed internal control system shall be set out in accordance with the following list of contents —

SECTION 1: CORPORATE STRUCTURE AND STAFFING

- 1.1 Corporate Structure
- 1.2 Related Gambling Experience and Exposure
- 1.3 Organisational Structure
- 1.4 Job Descriptions
- 1.5 Staff Probity
- 1.6 Staff Training
- 1.7 Compliance Officer
- 1.8 Money Laundering and Terrorist Financing
- 1.9 External Consultants and Associates
- 1.10 Due Diligence on Foreign Business Associates
- 1.11 Internal Audit Function
- 1.12 Premises
- 1.13 Disaster Recovery

SECTION 2 : ACCOUNTING SYSTEMS

- 2.1 Accounting Policies
- 2.2 Chart of Accounts
- 2.3 Internal Accounting Controls
- 2.4 Management Accounts
- 2.5 Budgets
- 2.6 External Audit
- 2.7 Accounting Software
- 2.8 Record retention policy
- 2.9 Bank Accounts
- 2.10 Bad Debts
- 2.11 Agency Arrangements
- 2.12 Asset Classification and Control
- 2.13 Jackpot accounting
- 2.14 Registers

SECTION 3 : CUSTOMER REGISTRATION, VERIFICATION, BANKING AND MANAGEMENT

- 3.1 Terms Governing Customer Accounts
- 3.2 Customer Verification and Identification
- 3.3 Customer Funds on Account
- 3.4 Closing Accounts
- 3.5 Customers at Risk
- 3.6 Accepting Wagers
- 3.7 Customer Complaints
- 3.8 Registers

SECTION 4 : eGAMBLING

- 4.1 Hosting Premises
- 4.2 Alderney Branding
- 4.3 Random Number Generator (RNG) Requirements
- 4.4 Customer Game Session
- 4.5 Malfunction and Non-Responsive Games
- 4.6 Foreign Business Associates (connecting to external gaming systems)
- 4.7 eGambling requirements
- 4.8 Game Design
- 4.9 Requirements for Games against the House (not P2P)
- 4.10 Game Artwork (Information Displayed)
- 4.11 Spinning Wheel (Reel) Requirements
- 4.12 Positioning, Size, Colour and Shape
- 4.13 Substitutes
- 4.14 Winning Patterns
- 4.15 Features
- 4.16 Keno and Bingo Artwork Requirements
- 4.17 Card Game Artwork Requirements
- 4.18 Gamble Option Artwork Standards
- 4.19 Roulette
- 4.20 Dice Games
- 4.21 Simulated Wagering
- 4.22 Scratch Ticket
- 4.23 Video Poker

- 4.24 Blackjack
- 4.25 Live Gambling Studio Control Guidelines and Standards
- 4.26 Event Based Wagering
- 4.27 Other Games
- 4.28 Peer to Peer (P2P) Games
- 4.29 Jackpots and Promotional Jackpots
- 4.30 Registers

SECTION 5 : COMPUTER CONTROLS

- 5.1 System Operations
- 5.2 Security
- 5.3 Software Development, Testing, Maintenance and Approval
- 5.4 Equipment
- 5.5 Network
- 5.6 Domain Name System (DNS) Requirements
- 5.7 Communication
- 5.8 Database and Information
- 5.9 External Wagering Systems
- 5.10 Registers”.

At the end of an application for approval of an eGambling licensee’s or foreign gambling associate certificate holder’s proposed internal control system, following the substance of the application as required by the list set out in paragraph 2, the following page shall be included as the final sheet of the application document —

DECLARATION

I have been duly authorised by the applicant to make this application on its behalf (see certified true copy of Minute attached).

I declare that the information contained in this application is true and accurate to the best of my knowledge, information and belief and that, if any of the information contained in or appended to this application is discovered to be false, I may be liable to prosecution.

Signature: _____

Name (*print*): _____

Date: _____

The original completed application form and any attachments appended should be bound as a single document and, together with one digital copy, should be forwarded to:

Chief Inspector
 Alderney Gambling Control Commission
 St. Anne’s House
 Queen Elizabeth II Street
 ALDERNEY
 GY9 3TB
 via United Kingdom.